

NATIONAL PRE-JOIN

MLE USER GUIDE

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1 Introduction

This Managed Learning Environment (MLE) user guide explains how to use the MLE.

This document is aimed at:

- Providers delivering the pre-join curriculum (which may encompass the Certificate in the Knowledge of Policing (CKP) or an agreed equivalent).
- Students undertaking a course/programme relating to the above
- Individuals that have completed their course to maintain their knowledge and for continued development.

The MLE is managed by The National Centre for Applied Learning Technologies (NCALT)

The stages listed below are generic for all users, the screen shots from the live MLE system represent the information found on the MLE for the pre-join material.

Note: Slight differences in information displayed on these screens will not change the advice or use of the screen represented.

Follow the stages in this document, you will be advised when a screen does **not** apply to you.

Course providers will have access to a 'CKP Trainers Web Portal', this portal will contain information specific for delivery of the Pre-join material held on the MLE.

(Ref: 3.4.3)

Students will only see the appropriate information for them in the 'CKP Student Web Portal' held on the MLE. *(Ref: 3.4.3)*

2 Before You Start

In order to use the MLE you will need a computer that meets the below technical specification:

- PC Hardware:
 - Intel Pentium 800 MHz processor or above.
 - 512 MB System Memory (RAM).
 - Video screen resolution 1024 x768 pixels, 16 bit Colour.
- Operating System: Windows XP or higher
- Browser: Microsoft™ Internet Explorer 6.0 or higher.
 - Cookies enabled.
 - Pop-up Blocking disabled.
 - Recommended: Microsoft IE8 Technical [Specification](#)
- Macromedia™ Flash version 8.0 or later Plug-in.
- Sound Card & Speakers (preferable).
- Adobe Acrobat PDF Reader.
- Printer connected (preferable).
- An internet connection to the desktop.
- Bandwidth of 256Kbps or higher.

NOTE: the MLE only supports the use of Internet Explorer, please do not use other available web browsers e.g. Chrome, Safari, Firefox etc.

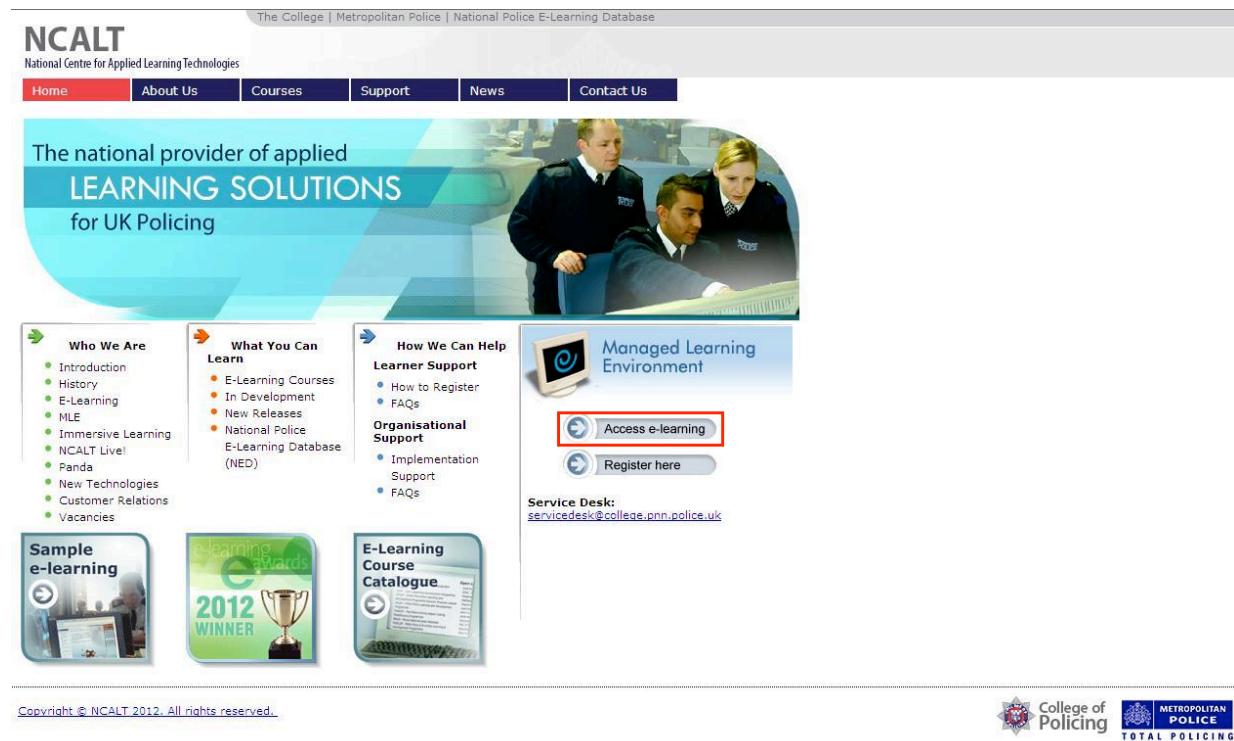
3 How To

3.1 Getting Access to the System

You can access the MLE anywhere you have a computer with an internet connection.

You can access the MLE via the NCALT web portal which can be found at the following URL:
<http://www.ncalt.com>.

Once you open the NCALT web portal you can open the MLE by clicking on the 'Access e-learning' button which is located underneath 'Managed Learning Environment' on the right hand side of the screen.



The College | Metropolitan Police | National Police E-Learning Database

NCALT
National Centre for Applied Learning Technologies

Home | About Us | Courses | Support | News | Contact Us

The national provider of applied
LEARNING SOLUTIONS
for UK Policing

Who We Are

- Introduction
- History
- E-Learning
- MLE
- Immersive Learning
- NCALT Live!
- Panda
- New Technologies
- Customer Relations
- Vacancies

What You Can Learn

- E-Learning Courses
- In Development
- New Releases
- National Police E-Learning Database (NED)

How We Can Help

Learner Support

- How to Register
- FAQs

Organisational Support

- Implementation Support
- FAQs

Managed Learning Environment

Access e-learning

Register here

Service Desk:
servicedesk@college.pnn.police.uk

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College of Policing | METROPOLITAN POLICE | TOTAL POLICING

W3C XHTML 1.0 | W3C CSS

3.1.1 User Accounts

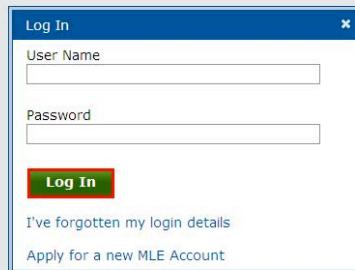
Logging into the MLE requires you to have an active user account. Your accounts will be created and an e-mail sent to you from The College of Policing Programme Management Unit.

Your CKP course provider will supply your details to The College of Policing to enable this to happen.

3.1.2 Logging In

When you access the MLE you will be presented with a Log In page. To log in, simply enter your username and password in the form provided and click 'Log In'.

MLE



A screenshot of a 'Log In' dialog box. It has a blue header bar with the text 'Log In' and a close button. The main area contains two text input fields: 'User Name' and 'Password', followed by a green 'Log In' button. Below the buttons are two links: 'I've forgotten my login details' and 'Apply for a new MLE Account'.

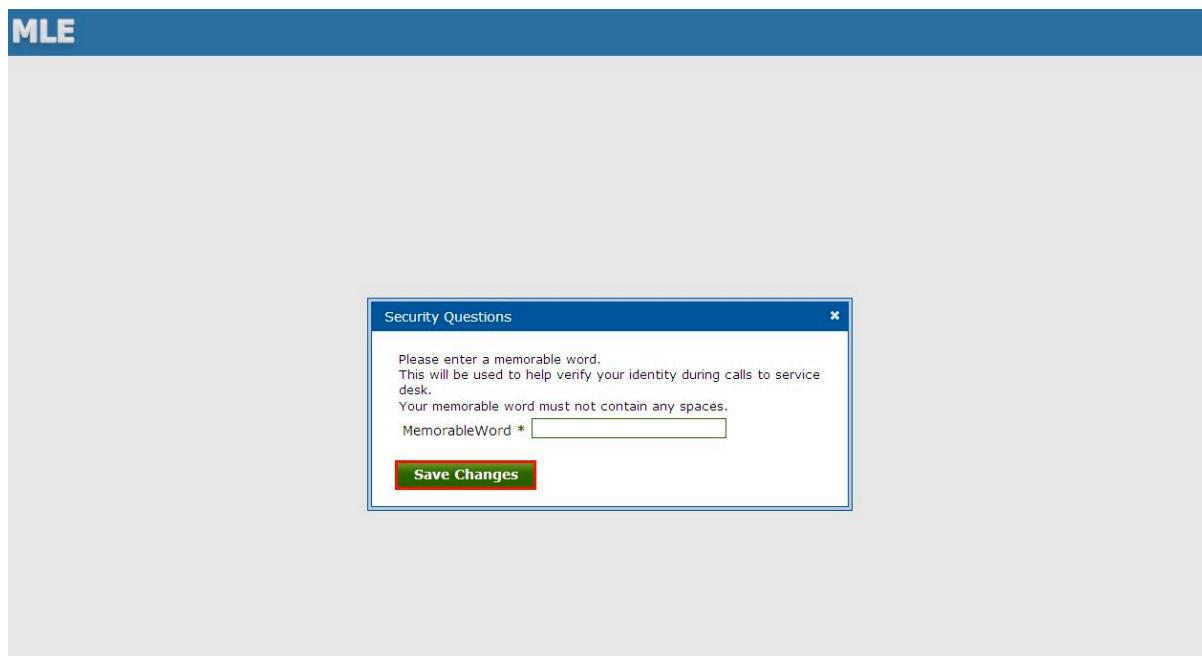
When you first log in to the MLE you will be asked to change your current password that was set by your administrator to a new one of your choice. NOTE: password is case sensitive and must be more than 8 characters in length.

MLE



A screenshot of an 'Expired Password' dialog box. It has a blue header bar with the text 'Expired Password' and a close button. The main area contains three text input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below these fields is a green 'Submit' button. At the bottom left, there is a note: '* Required Fields'.

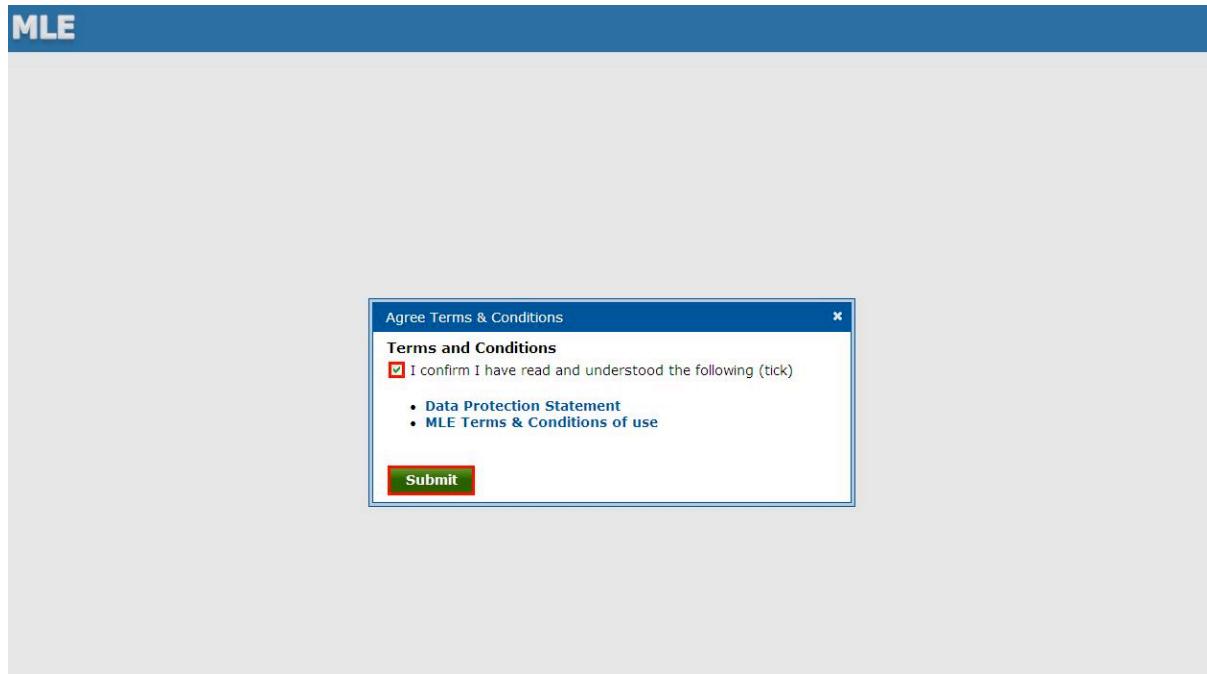
You will then need to enter a memorable word which will be used to help verify your identity during future calls to the College Service Desk.



You will then be asked to read and agree to the following Terms and Conditions:

- Data Protection Statement
- MLE Terms & Conditions of Use

Clicking on the named links brings up the text for each set of terms and conditions. Once you have read, understood and agree to both sets of terms and conditions you will need to select the tick box confirming your agreement and then select 'Submit'.



Once you have successfully changed your password, confirmed your memorable word and agreed to the relevant terms and conditions you will be directed to the National Pre-Join domain home page.

When you Log In to the MLE in future you will be directed straight to the National Pre-Join Domain home page after the Log In page.

3.1.3 Getting Help Logging In

If you have trouble logging in to the system, you can get help in the following ways:

- 1) **Reset your password** – if you have forgotten your password, you can reset it by clicking the “I’ve forgotten my login details” link. You will be asked to supply your force (National Pre-Join or your Home Force) and your username. Once you have done so, an email will be sent to the email address associated with your MLE account.

- 2) **Contact Service Desk** – alternatively if you are still experiencing problems with logging in you can contact the College of Policing Service Desk for assistance (0800 692 1122 or ServiceDesk@college.pnn.police.uk).

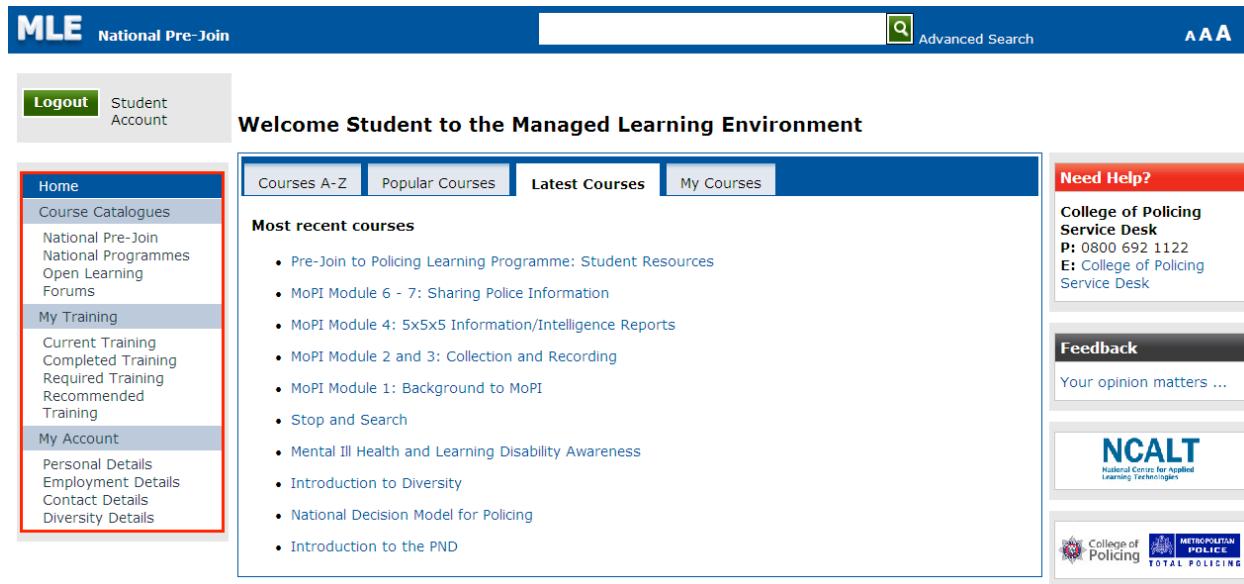
Please note that an account lockout feature exists on the MLE login screen. If a user fails to login successfully three times in a row, further logins will be delayed by up to 30 seconds. This feature allows users to re-try logging in after a short delay. This is in place to comply with our security accreditation and helps to prevent scripted attacks from the login screen.

3.2 Navigating around the System

3.2.1 Main Menu

Getting around the MLE is very simple – the left-hand menu contains links to all the areas of the system you might want to access.

Clicking a menu item will take you to an information tab associated with the item you clicked. Other information tabs will be available from this page, which you can use to navigate to related areas.



MLE National Pre-Join

Logout Student Account

Welcome Student to the Managed Learning Environment

Courses A-Z Popular Courses Latest Courses My Courses

Most recent courses

- Pre-Join to Policing Learning Programme: Student Resources
- MoPI Module 6 - 7: Sharing Police Information
- MoPI Module 4: 5x5x5 Information/Intelligence Reports
- MoPI Module 2 and 3: Collection and Recording
- MoPI Module 1: Background to MoPI
- Stop and Search
- Mental Ill Health and Learning Disability Awareness
- Introduction to Diversity
- National Decision Model for Policing
- Introduction to the PND

Need Help?

College of Policing Service Desk
P: 0800 692 1122
E: College of Policing Service Desk

Feedback

Your opinion matters ...

NCALT

College of Policing METROPOLITAN POLICE TOTAL POLICING

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[CB01 - 10/04/2013 11:58:39]

If you have previously been given access to the MLE by a Police Force you will be assigned a secondary role on your existing MLE account which will allow you access to the Pre-Join material. On the MLE you can navigate between the two Domains you have been given access to; your Police Force Domain and the National Pre-Join Domain.

When you need to access the Pre-Join material on the MLE you will need to ensure you are viewing the correct Domain. To change the Domain that you are viewing you need to select the drop-down box in the top-left hand corner of the MLE and select the National Pre-Join Domain that is assigned to you; this Domain will be named in line with your Provider. The drop-down box is highlighted by a red box in the screenshot below:

National Pre-Join

Home > Catalogues

Course Catalogues

National Pre-Join

National Programmes

Open Learning

Forums

National Policing Curriculum

CKP e-learning

CKP Learning Resources

Catalogue Description

Welcome to the Pre-Join to Policing Learning Programme portal. In here you will find two kinds of resources or material: A range of student resources for anyone undergoing Pre-Join learning programmes; a variety of training material for trainers delivering Pre-Join learning programmes. Access to the student resources is open to all licensed providers (x5 per licensee) and students studying via a licensed provider subject to payment of the three year subscription fee. Access to the trainer's materials is restricted to the Licensed Provider's Trainers and training administrators only (x5 per license).

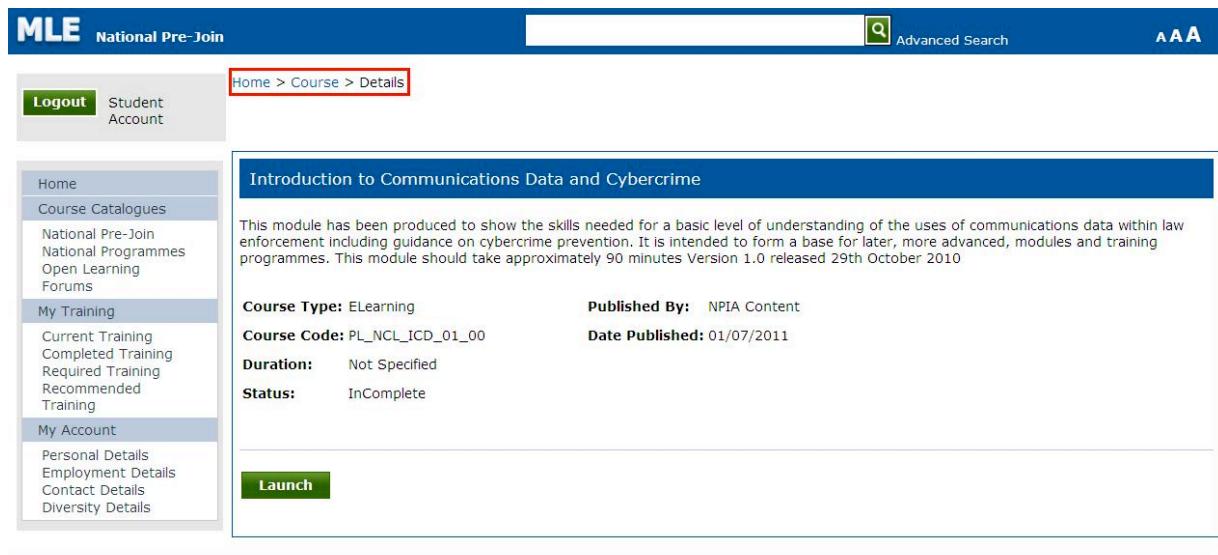
Course Title	Course Type	Launch
+ Pre-Join to Policing Learning Programme: Student Resources	WebContent	Launch

Please note that you will only be able to see this drop-down box if you have access to two Domains.

If you have been given access to more than one MLE account, you must complete your training via the **MLE account which has access to the Pre-Join Domain**. This will ensure that your completed training will show on your training history in the correct account.

3.2.2 Breadcrumb Trail

Whenever you navigate to an area within the MLE, a breadcrumb is added at the top of the page. Clicking on entries within the breadcrumb trail can be used to take you back to previously visited pages.



MLE National Pre-Join

Logout Student Account

Home > Course > Details

Advanced Search

AAA

Introduction to Communications Data and Cybercrime

This module has been produced to show the skills needed for a basic level of understanding of the uses of communications data within law enforcement including guidance on cybercrime prevention. It is intended to form a base for later, more advanced, modules and training programmes. This module should take approximately 90 minutes Version 1.0 released 29th October 2010

Course Type: ELearning **Published By:** NPIA Content

Course Code: PL_NCL_ICD_01_00 **Date Published:** 01/07/2011

Duration: Not Specified **Status:** InComplete

Launch

Home Course Catalogues My Training My Account

National Pre-Join National Programmes Open Learning Forums

Current Training Completed Training Required Training Recommended Training

Personal Details Employment Details Contact Details Diversity Details

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[CB01 - 27/11/2012 11:54:44]

3.2.3 Grid Views

The MLE often displays lists of information in a grid. When using a grid, the following navigation features are available:

- **Column Sorting** – if you click the heading of a column, the information in the grid will be sorted by that column. Clicking the heading a second time will reverse the sort order.
- **Paging** – the items in the grid are presented in pages. You can navigate forwards and backwards through the pages using the arrow buttons.
- **Jump to Page** – you can go directly to a specific page by typing the number in the box in the centre of the bottom of the grid.

MLE National Pre-Join

Logout Student Account

Home > Training

My Training

Current Training	Completed Training	Required Training	Recommended Training
Introduction to Diversity National Domain	27/11/2012	InProgress	Details Cancel Launch
Introduction to Communications Data and Cybercrime National Domain	27/11/2012	InProgress	Details Cancel Launch

Print Save Page 1 of 1 10 View 1 - 2 of 2

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 [CB02 - 23/03/2013 11:46:18]

3.2.4 Font Size

The font size of the system can be changed using the control in the top-right corner of the page.
 NOTE: this will only change the font size within the MLE and not change your browser settings.

MLE National Pre-Join

Logout Student Account

Home

Welcome Student to the Managed Learning Environment

3.3 Finding Courses

There are several different ways you can use to find a piece of learning.

MLE National Pre-Join

Logout Student Account

Welcome Student to the Managed Learning Environment

Courses A-Z	Popular Courses	Latest Courses	My Courses
A to Z index of courses			
A D G I L M N P R S T			
A			

Need Help?

College of Policing Service Desk
 P: 0800 692 1122
 E: College of Policing Service Desk

3.3.1 A-Z Course List

One of the tabs available from the home page is a list of all the courses available to you, displayed in alphabetical order. Clicking any course in the list will take you the course details page.

The screenshot shows the MLE National Pre-Join interface. The top navigation bar includes 'MLE National Pre-Join', a search bar, and 'Advanced Search' and 'AAA' buttons. The left sidebar has 'Logout' and 'Student Account' buttons, followed by a 'Home' menu with 'Course Catalogues', 'National Pre-Join', 'National Programmes', 'Open Learning Forums', 'My Training' (with 'Current Training', 'Completed Training', 'Required Training', 'Recommended Training'), and 'My Account' (with 'Personal Details', 'Employment Details', 'Contact Details', 'Diversity Details'). The main content area is titled 'Welcome Student to the Managed Learning Environment' and features a 'Courses A-Z' tab (which is highlighted in red) and 'Popular Courses', 'Latest Courses', and 'My Courses' tabs. Below these tabs is a 'A to Z index of courses' section with links for 'I', 'L', 'M', 'N', 'P', 'S', and 'T'. The 'I' section lists: 'Introduction to Communications Data and Cybercrime', 'Introduction to Diversity', 'Introduction to the PND', and 'Investigative Interviewing'. The 'L' section lists: 'Lawful Handling of Information'. The 'M' section lists: 'Mental Ill Health and Learning Disability Awareness', 'MoPI Module 1: Background to MoPI', 'MoPI Module 2 and 3: Collection and Recording', 'MoPI Module 4: 5x5x5 Information/Intelligence Reports', and 'MoPI Module 6 - 7: Sharing Police Information'. The 'N' section lists: 'National Decision Model for Policing'. Each course item has a 'Back to top' link to its right. To the right of the main content is a 'Need Help?' box with 'College of Policing Service Desk' contact information (P: 0800 692 1122, E: College of Policing Service Desk) and a 'Feedback' box with 'Your opinion matters ...'. At the bottom right is the 'NCALT' logo (National Centre for Applied Learning Technologies) and the 'College of Policing' and 'METROPOLITAN POLICE TOTAL POLICING' logos.

3.3.2 Popular Courses

The Popular Courses tab on the home page displays the 10 courses available to you, which have been completed by members of your force during the last month.

MLE National Pre-Join

[Logout](#) [Student Account](#)

[Advanced Search](#) [AAA](#)

Welcome Student to the Managed Learning Environment

[Courses A-Z](#) [Popular Courses](#) [Latest Courses](#) [My Courses](#)

Most popular courses

- PCSPB for Non-managers (v1)
- National Decision Model for Policing
- Lawful Handling of Information
- Mental Ill Health and Learning Disability Awareness
- Introduction to Diversity
- Introduction to the PND
- MoPI Module 1: Background to MoPI
- Powers of Arrest
- Investigative Interviewing

Need Help?

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Feedback

Your opinion matters ...

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[CB01 - 10/04/2013 11:58:39]

3.3.3 Latest Courses

The Latest Courses tab on the home page, displays the 10 courses available to you, which have been most recently added to the system.

MLE National Pre-Join

[Logout](#) [Student Account](#)

[Advanced Search](#) [AAA](#)

Welcome Student to the Managed Learning Environment

[Courses A-Z](#) [Popular Courses](#) [Latest Courses](#) [My Courses](#)

Most recent courses

- Pre-Join to Policing Learning Programme: Student Resources
- MoPI Module 6 - 7: Sharing Police Information
- MoPI Module 4: 5x5x5 Information/Intelligence Reports
- MoPI Module 2 and 3: Collection and Recording
- MoPI Module 1: Background to MoPI
- Stop and Search
- Mental Ill Health and Learning Disability Awareness
- Introduction to Diversity
- National Decision Model for Policing
- Introduction to the PND

Need Help?

College of Policing Service Desk
P: 0800 692 1122
E: College of Policing Service Desk

Feedback

Your opinion matters ...

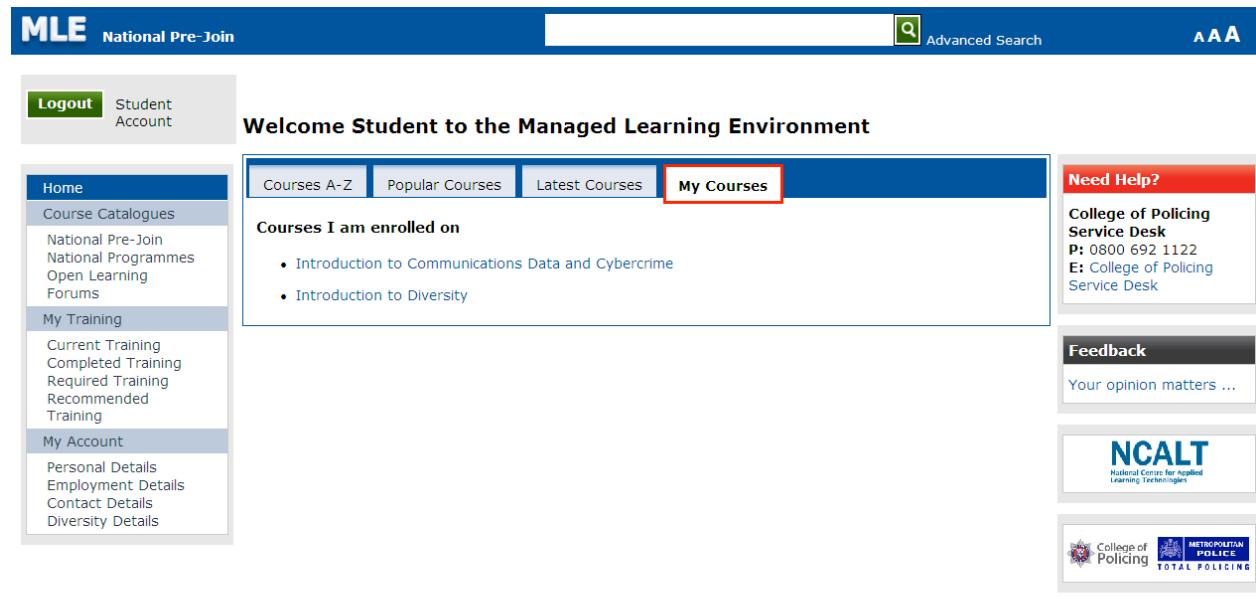
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[CB01 - 10/04/2013 11:58:39]

3.3.4 My Courses

The My Courses tab displays activities which you are enrolled on. Clicking on any course title will take you to the course details page where you can launch the course.



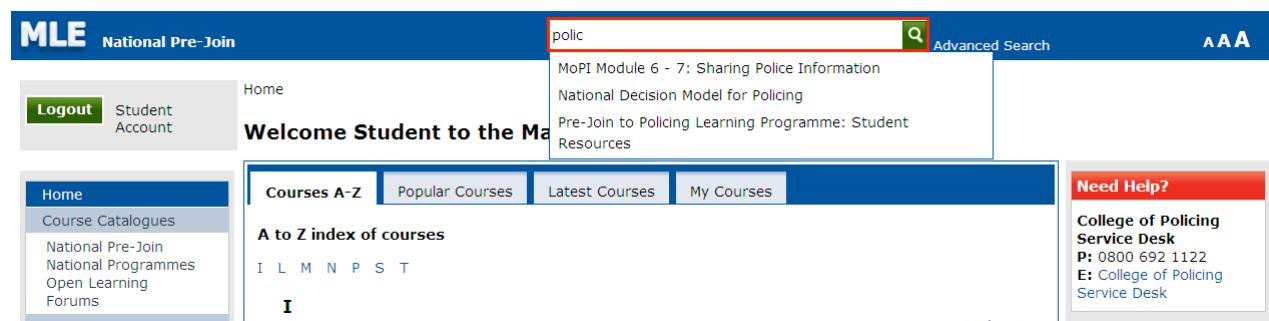
The screenshot shows the MLE interface. At the top, there is a navigation bar with the MLE logo, a search bar, and a 'Logout' button. The main content area is titled 'Welcome Student to the Managed Learning Environment'. On the left, a sidebar menu includes 'Logout', 'Student Account', 'Home', 'Course Catalogues', 'National Pre-Join', 'National Programmes', 'Open Learning Forums', 'My Training', 'Current Training', 'Completed Training', 'Required Training', 'Recommended Training', 'My Account', 'Personal Details', 'Employment Details', 'Contact Details', and 'Diversity Details'. The 'My Courses' tab is highlighted with a red box. Below it, a section titled 'Courses I am enrolled on' lists two courses: 'Introduction to Communications Data and Cybercrime' and 'Introduction to Diversity'. To the right, there is a 'Need Help?' section with contact information for the College of Policing Service Desk, a 'Feedback' section, and logos for NCALT and the College of Policing.

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[CB01 - 10/04/2013 12:27:26]

3.3.5 Searching

Simply enter a title or some key words in the search box at the top of the page and click the Search button. The MLE will display a list of matches.

Clicking any item on the list of matches will display the details of the course or content. Your search results will be separated out further to assist you into tabs displaying all results, e-learning, documents and forums.



The screenshot shows the MLE interface after a search for 'polic'. The search results are displayed in a dropdown menu: 'MoPI Module 6 - 7: Sharing Police Information', 'National Decision Model for Policing', and 'Pre-Join to Policing Learning Programme: Student Resources'. The main content area shows the 'Welcome Student to the Managed Learning Environment' message. The sidebar menu is identical to the previous screenshot. The 'Courses A-Z' tab is highlighted with a red box. Below it, a section titled 'A to Z index of courses' shows the letters I, L, M, N, P, S, T. The 'Need Help?' section is also present.

If you are looking for something quite specific you can use the Advanced Search feature to match or exclude words in the course title.

3.3.6 Browsing for Courses

Using the course catalogues, you can view all training available to you through the MLE. To view a catalogue, click on its name in the left-menu.

The catalogue browser window shows a list of all the top-level catalogues available to you. Users in the National Pre-Join domain should browse the catalogues using the 'National Pre-Join' tab as you will not be able to access any links via the Open Learning and Forums Tab. In the National Programmes tab you will be able to see all the National Programme catalogues but will only be able to see and launch courses which are available to you which are already listed in the 'National Pre-Join' tab.

Clicking on a catalogue will show any courses it contains. The plus icon denotes that there are sub-catalogues, click the icon to expand the catalogue list.

The low window shows the list of courses contained in the currently selected catalogue. Clicking on a course will show its details page.

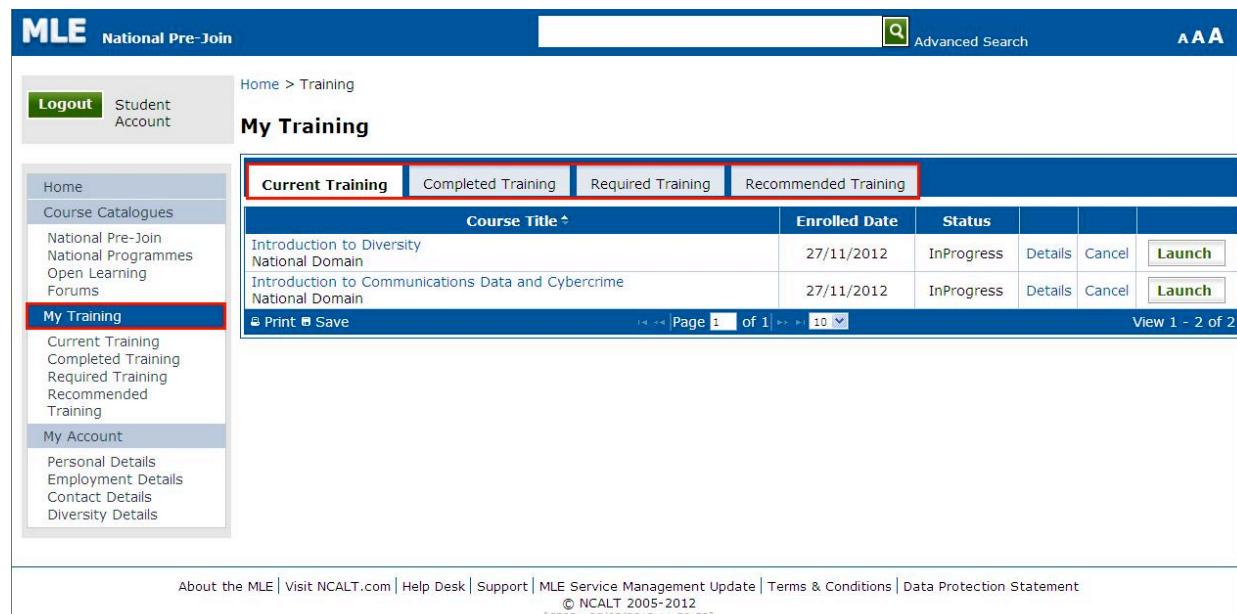
You can control how much of the page is used for the top and bottom panels on this page by dragging the horizontally striped bar in the middle of the page.

The screenshot shows the MLE National Pre-Join interface. The top navigation bar includes 'MLE National Pre-Join', 'Logout', 'Student Account', 'Advanced Search', and a font size selector ('AAA'). The left sidebar has links for 'Home', 'Logout', 'Student Account', 'Course Catalogues' (which is highlighted with a red box), 'National Pre-Join', 'National Programmes', 'Open Learning', and 'Forums'. Under 'Course Catalogues', there are links for 'National Pre-Join', 'National Programmes', 'Open Learning', and 'Forums'. The main content area shows a 'Course Catalogues' section with a 'National Pre-Join' tab (highlighted with a red box) and a 'National Programmes' tab. The 'National Pre-Join' tab displays a tree structure: 'National Pre-Join' (expanded), 'CKP e-learning' (expanded), '1. Initial e-learning Modules' (expanded), '2. Course e-learning' (expanded), and 'Management of Police Information (MOPI)' (under '2. Course e-learning'). Below this is a 'Catalogue Description' section with a horizontal scroll bar. The bottom of the page includes a footer with links to 'About the MLE', 'Visit NCALT.com', 'Help Desk', 'Support', 'MLE Service Management Update', 'Terms & Conditions', 'Data Protection Statement', '© NCALT 2005-2012', and a timestamp '[CB01 - 08/04/2013 10:46:52]'.

3.3.7 My Training

By clicking the My Training link on the left-hand menu you can see all training for which you have been enrolled. There are four tabs available:

- **Current Training** – shows all courses you have started, or enrolled upon, but have not yet completed. You also have the option from this page to launch the course, view details of the course or cancel your registration from it.
- **Completed Training** – shows all courses you have ever completed on the system, including every attempt you have made of each. This page also allows you to download Certificates and Evaluation Forms for previous courses that you have completed.
- **Required Training** – shows all courses assigned to you which you are required to complete.
- **Recommended Training** – shows all courses which may have been recommended as relevant to you by your Course Provider.



Course Title	Enrolled Date	Status	Details	Cancel	Launch
Introduction to Diversity National Domain	27/11/2012	InProgress	Details	Cancel	Launch
Introduction to Communications Data and Cybercrime National Domain	27/11/2012	InProgress	Details	Cancel	Launch

3.4 Launching Courses

Courses can be launched using the Launch button from anywhere it appears (course lists or course details pages).

MLE National Pre-Join

Logout Student Account

Home > Course > Details

Introduction to Communications Data and Cybercrime

This module has been produced to show the skills needed for a basic level of understanding of the uses of communications data within law enforcement including guidance on cybercrime prevention. It is intended to form a base for later, more advanced, modules and training programmes. This module should take approximately 90 minutes Version 1.0 released 29th October 2010

Course Type: eLearning **Published By:** College of Policing Content

Course Code: PL_NCL_ICD_01_00 **Date Published:** 01/07/2011

Duration: Not Specified **Status:** InComplete

Launch

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[CB01 - 11/12/2012 16:48:10]

When you launch a course, the course content will appear in a new window overlaying the MLE screen. You will not be able to access any MLE functions until you close the course.

Menu Resources **Introduction to Communications Data and Cybercrime**  Help  Settings

Welcome to this Introduction to Communications Data and Cybercrime module.

This module consists of four chapters and should take you about 1 hour and 30 minutes to complete.

If you haven't used NCALT e-learning before you can get assistance on how to use the course by clicking the Help button at the top of the screen at any time.

If you want to take a break between chapters or leave the module at any time, when you return you will be able to continue where you left off.

When you are ready, click the **Start** button.

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National Centre for Applied Learning Technologies

Start

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3.4.1 Launching Previously Completed Courses

When you launch a course for which your last attempt is complete, you will be offered the option of either reviewing the course or re-launching it.

Reviewing a course will allow you to see the course content as you previously completed it, including any answers you gave to questions or options you selected it. No new entry will be created in your training record.

Re-launching a course will enable you to take the course again. This will create a new attempt record for the course in your training record.

Note: the review option will only work correctly if the course supports it. If not, reviewing the course will not show you previously entered options and answers.

3.4.2 Launching a Curriculum

Curriculums are collections of courses, comprising programmes of learning. When you launch a curriculum, it will display the list of courses it contains and give you the option of launching one of them.

3.4.3 Launching a Course via a Catalogue

By clicking on the Course Catalogues link on the left-hand menu you can see all the course catalogues available to you.

To find the catalogue you wish to open you will need to select the 'National Pre-Join Domain' tab and then search for your catalogue in the list which is sorted alphabetically.

Once you click on the relevant catalogue it will list all the courses contained within the catalogue. You can launch any of the courses listed by clicking on the 'Launch' button next to the course.

3.4.4 Launching CKP Student Resources via a Catalogue

MLE National Pre-Join

Logout Student Account

Home > Catalogues

Course Catalogues

National Pre-Join National Programmes Open Learning Forums

Course Catalogues

- National Pre-Join
- National Programmes
- Open Learning
- Forums

My Training

- Current Training
- Completed Training
- Required Training
- Recommended Training

My Account

- Personal Details
- Employment Details
- Contact Details
- Diversity Details

National Pre-Join

- CKP e-learning
 - 1. Initial e-learning Modules
 - 2. Course e-learning
 - Management of Police Information (MOPI)

CKP Learning Resources

Catalogue Description

Welcome to the Pre-Join to Policing Learning Programme portal. In here you will find two kinds of resources or material: A range of student resources for anyone undergoing Pre-Join learning programmes; a variety of training material for trainers delivering Pre-Join learning programmes. Access to the student resources is open to all licensed providers (x5 per licensee) and students studying via a licensed provider subject to payment of the three year subscription fee. Access to the trainer's materials is restricted to the Licensed Provider's Trainers and training administrators only (x5 per license).

Course Title	Course Type
+ Pre-Join to Policing Learning Programme: Student Resources	WebContent

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View 1 - 1 of 1

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[CB01 - 08/04/2013 11:36:57]

3.4.5 For Students only:

By launching the 'Student Resources' Web content page you will be taken to the Pre-Join to Policing Learning Programme Student resource Portal.

Pre-Join to Policing Learning Programme: Student Resources

College of Policing

Welcome to the
Pre-Join to Policing Learning Programme Student Resource Portal

This portal allows you access to the range of student resources for use in the learning programmes you are currently undertaking.

These resources will generally consist of Student Notes, Student Notes (Audio Versions), Quick Notes and a variety of e-learning relevant to your studies. The resources are predominantly in PDF and MS Word.

There are some e-learning programmes that are held elsewhere on the Managed Learning Environment and where these occur you will be asked to navigate to those programmes outside this portal.

Available as Adobe Acrobat PDF files, you will need to have the free Acrobat Reader installed on your computer. To save any document, click on the Save icon in Acrobat Reader and select where you want to save it.



The Student Portal allows you to access the 'Student Notes', the same notes in an audio version and Quick reference revision notes.

When in the portal 'click' on the named resource to gain access.
You will be presented with the following options:

- 1) Common Induction
- 2) Operational Modules (OP)
- 3) Legislation, Policies and Guidelines Modules (LPG)

All of the above resources form part of your course.

The 'update' section allows you to enter a 'from' and a 'to' date to search for updated materials.

When an updated document appears, hover the cursor over the document a brief description of the changes or update will appear.

MLE National Pre-Join

Logout Student Account

Home > Catalogues

Course Catalogues

National Pre-Join **National Programmes** **Open Learning** **Forums**

Course Catalogues

- ↳ National Pre-Join
 - ↳ CKP e-learning
 - 1. Initial e-learning Modules**
 - 2. Course e-learning
 - Management of Police Information (MOPI)
 - CKP Learning Resources

Catalogue Description

Course Title	Course Type	
+ Introduction to Communications Data and Cybercrime	ELearning	Launch
+ Introduction to Diversity	ELearning	Launch
+ Lawful Handling of Information	ELearning	Launch
+ National Decision Model for Policing	ELearning	Launch

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 [CB01 - 08/04/2013 11:11:56]

The e-learning packages are **not** accessible in the 'Student Resources' web content page, you can only access them using the links on the MLE as shown above and on Page 18 of this guide.

MLE National Pre-Join

Logout Pre-Join Admin

Home > Catalogues

Course Catalogues

National Pre-Join **National Programmes** **Open Learning** **Forums** **National Policing Curriculum**

Course Catalogues

- ↳ National Pre-Join
 - ↳ CKP e-learning
 - CKP Learning Resources

Catalogue Description

Welcome to the Pre-Join to Policing Learning Programme portal. In here you will find two kinds of resources or material: A range of student resources for anyone undergoing Pre-Join learning programmes; a variety of training material for trainers delivering Pre-Join learning programmes. Access to the student resources is open to all licensed providers (x5 per licensee) and students studying via a licensed provider subject to payment of the three year subscription fee. Access to the trainer's materials is restricted to the Licensed Provider's Trainers and training administrators only (x5 per license).

Course Title	Course Type	
+ Pre-Join to Policing Learning Programme: Student Resources	WebContent	Launch
+ Pre-Join to Policing Learning Programme: Trainer Materials	WebContent	Launch

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 [CB02 - 08/02/2013 14:40:58]

3.4.6 For Providers/Trainers only:

By launching the 'Trainer Materials' Web content page you will be taken to the Pre-Join to Policing Learning Programme Trainer/Assessor Material resource Portal.

Students will not be given access to this material.

The e-learning packages are **not** accessible in the 'Trainer/Assessor' web content page, you can only access them using the links on the MLE as shown above and on Page 18 of this guide.



Pre-Join to Policing Learning Programme: Trainer Materials

College of Policing

Welcome to the
Pre-Join to Policing Learning Programme - Trainer /Assessor Materials

This portal allows you access to the range of trainer materials for use in the learning programmes you are currently delivering.

These resources will consist of the national Pre-join Curriculum (learning outcome level) MS word document, Pre-Join Curriculum (Module Content level) MS Excel, PKC Assessment Exemplars.

There are some e-learning programmes that are held elsewhere on the Managed Learning Environment. Where the learning programme requires your students to complete additional learning components, you should provide them with enough information to allow them to navigate to the relevant programmes external to their student portal.

Available as Adobe Acrobat PDF files, you will need to have the free Acrobat Reader installed on your computer. To save any document, click on the Save icon in Acrobat Reader and select where you want to save it.

The Trainer portal holds the same information as the student portal, but with extra information for Trainers:

- 1) Handbook and Guidance
- 2) Assessment

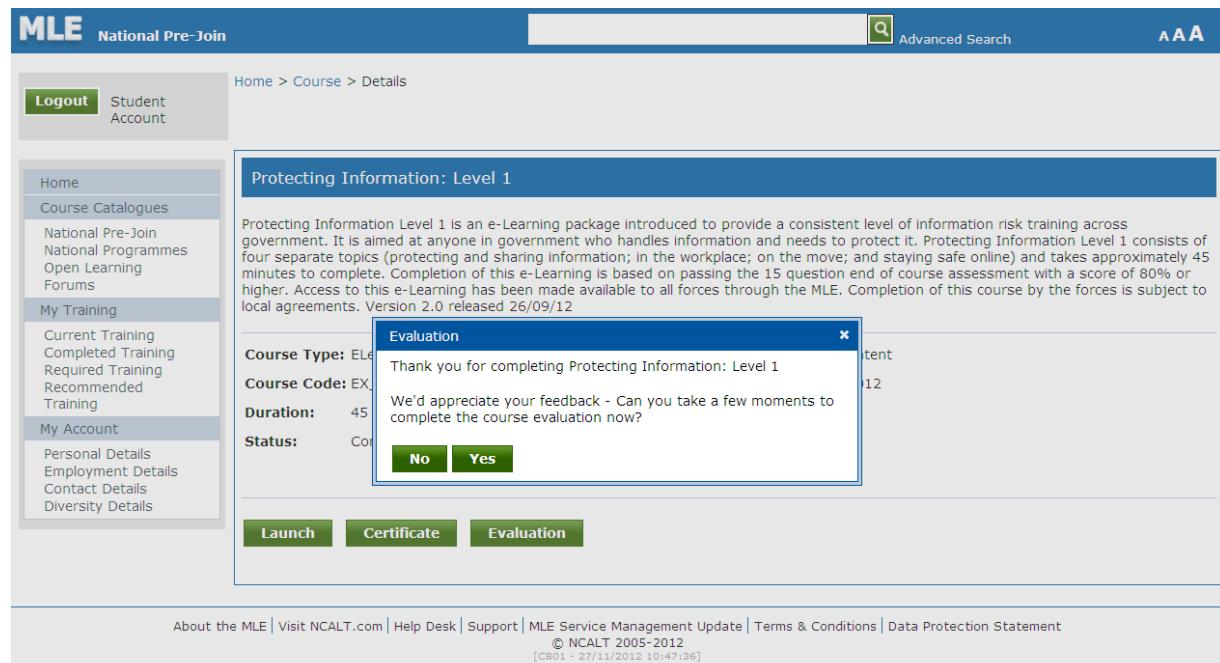
All of the above resources form part of your course.

The 'update' section allows you to enter a 'from' and a 'to' date to search for updated materials.

When an updated document appears, hover the cursor over the document a brief description of the changes or update will appear.

3.5 Evaluation Form

Following your successful completion of particular courses you will be asked to complete an evaluation form. This form gives you an opportunity to provide feedback for the course which will be taken into consideration by the developers of the training.



The screenshot shows a web-based training platform. At the top, there's a navigation bar with the MLE logo, a search bar, and a 'Logout' button. The main content area shows a course titled 'Protecting Information: Level 1'. Below the title, there's a detailed description of the course. To the right of the description, a modal window titled 'Evaluation' is open. The modal contains a message thanking the user for completing the course and asking if they would like to take a few moments to complete the course evaluation. At the bottom of the modal are two buttons: 'No' and 'Yes'. At the very bottom of the page, there are links for 'About the MLE', 'Visit NCALT.com', 'Help Desk', 'Support', 'MLE Service Management Update', 'Terms & Conditions', and 'Data Protection Statement'. There's also a copyright notice: '© NCALT 2005-2012 [CB01 - 27/11/2012 10:47:36]'

3.6 Printing Certificates

Some courses have certificates that are gained when you complete them (note, not all courses do). Once you have completed a course with a certificate you can access it by selecting the Certificate button on the course details page or from the completed training tab.

The screenshot shows the MLE National Pre-Join interface. The top navigation bar includes 'MLE National Pre-Join', a search bar, 'Advanced Search', and a 'AAA' button. The left sidebar has 'Logout' and 'Student Account' buttons, and a menu with 'Home', 'Course Catalogues' (sub-options: National Pre-Join, National Programmes, Open Learning, Forums), 'My Training' (sub-options: Current Training, Completed Training, Required Training, Recommended Training), and 'My Account' (sub-options: Personal Details, Employment Details, Contact Details, Diversity Details). The main content area shows the course 'Introduction to Communications Data and Cybercrime'. It includes a description: 'This module has been produced to show the skills needed for a basic level of understanding of the uses of communications data within law enforcement including guidance on cybercrime prevention. It is intended to form a base for later, more advanced, modules and training programmes. This module should take approximately 90 minutes Version 1.0 released 29th October 2010'. It lists course details: 'Course Type: eLearning', 'Published By: College of Policing Content', 'Course Code: PL_NCL_ICD_01_00', 'Date Published: 01/07/2011', 'Duration: Not Specified', and 'Status: Completed 08/04/2013 11:27:36'. At the bottom are buttons for 'Launch', 'Certificate' (highlighted in red), and 'Evaluation'.

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Certificates are PDF format, and **displaying them requires you to have Adobe Reader installed on your machine.**

From the certificate display, you can either save or print the certificate using the icons at the top of the certificate box.

If you need to print a certificate for a course that you have previously completed you can download it from your Completed Training tab located underneath the My Training section of the MLE.

3.7 Updating your Details

When you click on the My Account tab it gives you the option to update your personal details, employment details, contact details and diversity details.

3.7.1 Personal Details

On the Personal Details tab you are able to change your password or memorable word if required. If you wish to update your Name or Username you will need to contact the Programme Management Unit (01423 87 6626 or programmemanagement@college.pnn.police.uk)

MLE National Pre-Join

Logout Student Account

Home > Account > Edit

My Account

Personal Details Employment Details Contact Details Diversity Details

Account Details

Please complete ALL fields.

First Name *	Student
Last Name *	Account
User Name *	Student01
Password	Change Password

*** Required Fields**

[Save Changes](#)

Security Questions

Please enter a memorable word.
This will be used to help verify your identity during calls to service desk.

Your memorable word must not contain any spaces.

MemorableWord *	memorable
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3.7.2 Employment Details

You can view your employment details on the Employment Details tab but will be unable to update any of these details.

MLE National Pre-Join

Logout Student Account

Home > Account > Edit

My Account

Personal Details Employment Details Contact Details Diversity Details

Employment Details

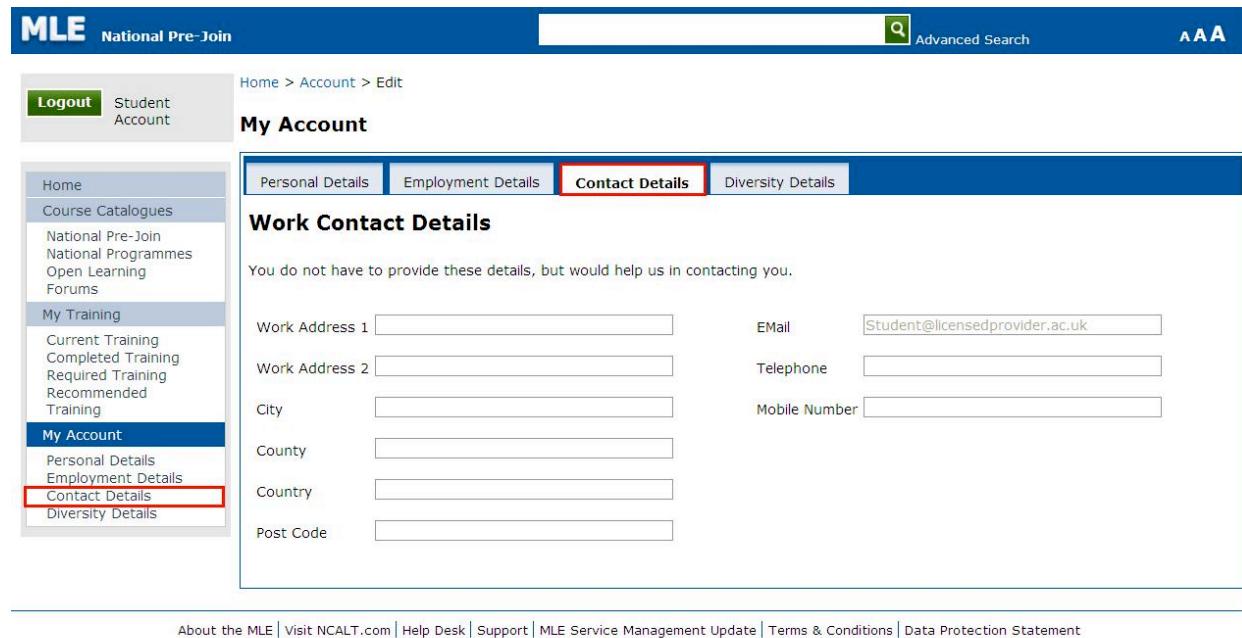
You do not have to provide these details. If your MLE account was created by your HR department, you may not be able to change this.

Organisation :	Licensed Provider
Employment Role :	Not Specified:Not Specified
Employment Start Date :	<input type="text"/>
Employment / Warrant Number :	<input type="text"/>

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[CB01 - 27/11/2012 15:45:43]

3.7.3 Contact Details

The Contact Details tab allows you to add your work address and any phone numbers to your account. You do not have to provide these details, but it would help us when contacting you.



The screenshot shows the 'My Account' page of the MLE National Pre-Join system. The 'Contact Details' tab is highlighted with a red box. The page includes a sidebar with links for 'Logout', 'Student Account', 'Home', 'Course Catalogues', 'National Pre-Join', 'National Programmes', 'Open Learning Forums', 'My Training', 'Current Training', 'Completed Training', 'Required Training', 'Recommended Training', 'My Account', 'Personal Details', 'Employment Details', 'Contact Details' (which is red), and 'Diversity Details'. The main content area shows 'Work Contact Details' with fields for Work Address 1, Work Address 2, City, County, Country, Post Code, EMail (with value 'Student@licensedprovider.ac.uk'), Telephone, and Mobile Number. A note says 'You do not have to provide these details, but it would help us in contacting you.'

3.7.4 Diversity Details

The Diversity Details tab allows you to add information regarding your background if you wish to add this. You do not have to provide these details.

MLE National Pre-Join

Logout Student Account

Home > Account > Edit

My Account

Personal Details Employment Details Contact Details **Diversity Details**

Diversity Information

You do not have to provide these details.

Gender : Select...

Ethnicity : Select...

Religion : Select...

Qualification : Select...

First Language : Select...

Sexual Orientation : Select...

Disability : Select...

Save Changes

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3.8 Getting Help

For technical support, please contact: 0800 692 1122 or ServiceDesk@college.pnn.police.uk

During your Course your Provider will assist you with knowledge tutorials.

Post Course:

Support will be provided by the College of Policing

contact: Learning.Implementation@college.pnn.police.uk

3.9 After Completion of your Course

When you have completed your course with your chosen provider, you will continue to be able to access your Student Training materials on the MLE for the remainder of your 3 year subscription.

The material on this site will be maintained and up to date in line with National Police Training requirements.

After 3 years your details will automatically be deleted.

If during this 3 year period you become a police officer, your training records will be transferred to your force, this added benefit will allow your force to ensure you have had access to the most up to date training materials for new officers.

It will avoid the need for duplication of training during your probationary period.

All 43 Home Office Police force's use the MLE as a training/learning platform.

There will be an expectation that you have kept up to date with materials held on this site.